

BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: January 15, 2003

Division: Management Services

Bulk Item: Yes ☒ No ☐

Department: Grants Administration

AGENDA ITEM WORDING: Approval of invoice from Monroe Council of the Arts in the amount of \$2,306.95, for the period from August 1, 2002 through September 30, 2002; approval of resolution to transfer funds from reserves to cover this expense; approval of amendment to current year contract to increase it by this amount; and waiver of contract requirement that final invoice must be received within sixty days after contract termination date.

ITEM BACKGROUND: This invoice was received more than sixty days after the termination date of the contract. Section Four of contract requires final invoice to be received by County within sixty days following the contract termination date. A copy of a letter from Monica Haskell, President, explaining the circumstances, is attached. Balance remaining in this cost center as of September 30, 2002 is \$2,306.95.

PREVIOUS RELEVANT BOCC ACTION: Approval of funding as part of FY 2002 budget process; approval of contract at October 2002 BOCC meeting; approval of funding and contracts in previous years.

CONTRACT/AGREEMENT CHANGES: n/a

STAFF RECOMMENDATION: Approval

TOTAL COST: \$2,306.95

BUDGETED: Yes ☒ No ☐

COST TO COUNTY: \$2,306.95

SOURCE OF FUNDS: General Revenue Fund

REVENUE PRODUCING: Yes ☐ No ☒

AMOUNT PER MONTH _____
YEAR _____

APPROVED BY: COUNTY ATTY ☒ OMB/PURCHASING ☒ RISK MANAGEMENT ☒

DIVISION DIRECTOR APPROVAL: _____

Sheila A. Barker
Sheila A. Barker

DOCUMENTATION: INCLUDED: ☒ TO FOLLOW: ☐ NOT REQUIRED: ☐

DISPOSITION:

AGENDA ITEM #:

C7

MONROE COUNTY BOARD OF COUNTY COMMISSIONERS

CONTRACT SUMMARY

Contract with: Monroe Council of the Arts Effective Date: 10/01/02

Expiration Date: 09/30/03

Contract Purpose/Description: amendment to contract to allow payment of late invoice

Contract Manager: David P. Owens
(Name)

4482
(Ext.)

OMB/Grants Mgt.
(Department)

for BOCC meeting on 01/15/03

Agenda Deadline: 12/31/02

CONTRACT COSTS

Total Dollar Value of Contract: \$47,306.95 Current Year Portion: \$47,306.95

Budgeted? Yes ☒ No ☐ Account Codes: 001-03502-530340

Grant: \$0.00

County Match: \$0.00

ADDITIONAL COSTS

Estimated Ongoing Costs: \$0.00

For:

(Not included in dollar value above)

(eg. Maintenance, utilities, janitorial, salaries, etc.)

CONTRACT REVIEW

	Date In	Changes Needed	Reviewer	Date Out
Division Director		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<u>Shirley A Barker</u>	<u>12-31-02</u>
Risk Management		Yes <input type="checkbox"/> No <input type="checkbox"/>	<u> </u>	
O.M.B./Purchasing		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<u>Shirley A Barker</u>	<u>12-31-02</u>
County Attorney		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<u>see attached</u>	

Comments:

CONTRACT AMENDMENT

This amendment to agreement is made and entered into this _____ day of _____, 2003, between the BOARD OF COUNTY COMMISSIONERS OF MONROE COUNTY, FLORIDA, hereinafter referred to as "COUNTY" and The Monroe Council of the Arts, hereinafter referred to as "COUNCIL."

WHEREAS, COUNTY and COUNCIL entered into an agreement on October 17, 2001 for the purpose of providing an implementing agency to develop, coordinate, and promote the arts in Monroe County, Florida, and,

WHEREAS, COUNTY and COUNCIL entered into an agreement on October 16, 2002 for the same purposes, and,

WHEREAS, COUNCIL has submitted an invoice for fiscal year 2002 expenses after the sixty-day deadline established in the contract, and,

WHEREAS, COUNTY wishes to amend the agreement dated October 16, 2002 to allow for the payment of the invoice submitted after the sixty-day deadline,

IN CONSIDERATION of the mutual promises and covenants contained herein, it is agreed as follows:

1. Article Three of the agreement entered into on October 16, 2002 shall be amended to read:

3. AMOUNT OF AGREEMENT. The Board, in consideration of the COUNCIL substantially performing the services set forth above, shall pay to the COUNCIL the total of FORTY-SEVEN THOUSAND, THREE-HUNDRED, SIX AND 95/100 DOLLARS (\$47,306.95) for the fiscal year beginning October 1, 2002 and ending September 30, 2003. This will include TWO-THOUSAND, THREE-HUNDRED, SIX AND 95/100 (\$2,306.95) of expenses incurred during the fiscal year beginning October 1, 2001 and ending September 30, 2002, for which an invoice was submitted after the sixty-day limit.

2. All other provisions of the agreement dated October 16, 2002 not inconsistent herewith shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed as of the day and year first written above.

(SEAL)
ATTEST: DANNY L. KOLHAGE, CLERK

BOARD OF COUNTY COMMISSIONERS
OF MONROE COUNTY, FLORIDA

By _____
Deputy Clerk

By _____
Mayor/Chairman

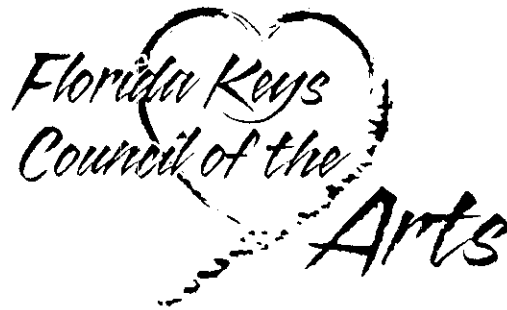
Witness

MONROE COUNCIL OF THE ARTS, INC.
Federal ID No. _____

Witness

By _____
Executive Director

FORM
BY AGENCY.
[Signature]
DATE 12/30/02



December 17, 2002

Monroe County Board of County Commissioners
1100 Simonton Street
Key West, FL 33040

Re: Arts Council Expense Reimbursements for FY 2001/02

To Whom It May Concern:

It has just come to our attention that the final reimbursement for fiscal year 2001/02 in the amount of \$2,306.95 was not submitted in a timely manner. We respectfully ask the Board of County Commissioners to review the reimbursement attached, and consider approving payment at this time.

We are a small non-profit corporation, and must depend on volunteers and part-time staff to help accomplish our work. Unfortunately, during the transition of duties to a new part-time staff member, the final reimbursement was overlooked. We do not take the timely submittal of reimbursements lightly; this is the first time this has happened in our five-year history of reimbursement funding agreements with the BOCC.

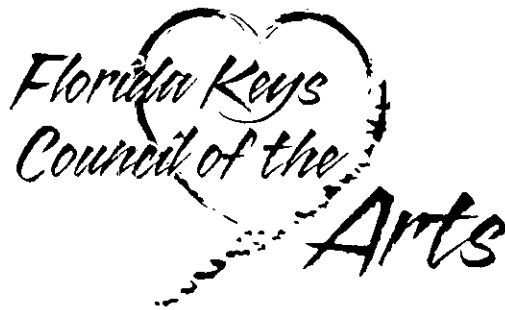
We thank you for your time and consideration in reviewing this request and assisting us in this matter.

Sincerely,

A handwritten signature in cursive script that reads "Monica".

Monica Haskell
CEO

1100 Simonton Street, Key West, FL 33040
305-295-4369 / Fax: 305-295-4372
email: info@keysarts.com / www.keysarts.com
Upper Keys: 305-852-1469 ext.4369
Marathon: 305-743-0079 ext.4369



December 13, 2002

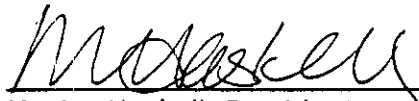
Monroe County BOCC
Finance Department
500 Whitehead Street
Key West, FL 33040

FEIN # 65-0737532
Reimbursement FY 02
Invoice #5

The following is a summary of the expenses for Florida Keys Council of the Arts for the time period of August 1, 2002 to September 30, 2002:

Check#	Date	Payee	Reason	Amount
4177	9/1/02	Monica Haskell	Payroll (8/1-8/31/02)	\$3,594.50
			Total requested:	\$2,306.95
			Total prior payments:	\$42,693.05
			Total requested and paid:	\$45,000.00
			Total contract amount:	\$45,000.00
			Balance of contract:	\$0.00

I certify that the above checks have been submitted to the vendors as noted and that the expenses are accurate and in agreement with the records of this organization. Furthermore, these expenses are in compliance with this organization's contract with the Monroe County Board of Commissioners and will not be submitted for reimbursement to any other funding source.


Monica Haskell, President

Attachments

1100 Simonton Street, Key West, FL 33040
305-295-4369 / Fax: 305-295-4372
email: info@keysarts.com / www.keysarts.com
Upper Keys: 305-852-1469 ext.4369
Marathon: 305-743-0079 ext.4369

STATE OF FLORIDA
COUNTY OF MONROE

SWORN TO AND SUBSCRIBED before me this 13 day of
December, 2002 by Monica Haskell who is personally
known to me ✓ presented as identification: _____

Glenna L. Machado
Notary Public, State of Florida at Large
My Commission Expires:



Glenna L. Machado
My Commission DD048987
Expires June 27 2003

FLORIDA KEYS COUNCIL OF THE ARTS (dba) / MONROE COUNCIL OF THE ARTS CORP.

Monica M. Haskell
2819 Harris Ave
Key West, FL 33040

391-48-5210

Used / Available
Sick 0.00 / 0.00
Vac 0.00 / 0.00

Florida Keys Council of the Arts
1100 Simonton Street
Key West, FL 33041

Salary
Incentive Bonus (1.00@\$0.00)
403(b)
Federal Withholding
Social Security Employee
Medicare Employee

09/01/2002

5,000.00
0.00
-500.00
-523.00
-310.00
-72.50

4177
YTD
45,000.00
1,000.00
-3,545.00
-5,012.00
-2,852.00
-667.00

08/01/2002 - 08/31/2002 Pay Period

3,594.50

11:15 AM
12/13/02

Florida Keys Council of the Arts Payroll Transaction Detail September 2002

Trans #	Type	Date	Num	Source Name	Payroll Item	Wage Base	Amount
3893	Paycheck	09/01/2002	4175	Andrea J. Comstock	Salary	0.00	2,500.00
				Andrea J. Comstock	Insurance	0.00	130.00
				Andrea J. Comstock	Federal With...	2,500.00	-207.00
				Andrea J. Comstock	Social Securi...	2,500.00	155.00
				Andrea J. Comstock	Social Securi...	2,500.00	-155.00
				Andrea J. Comstock	Social Securi...	2,500.00	-155.00
				Andrea J. Comstock	Medicare Co...	2,500.00	36.25
				Andrea J. Comstock	Medicare Co...	2,500.00	-36.25
				Andrea J. Comstock	Medicare Em...	2,500.00	-36.25
				Andrea J. Comstock	FL - Unemplo...	0.00	0.00
				Andrea J. Comstock	FL - Unemplo...	0.00	0.00
							2,231.75
3894	Paycheck	09/01/2002	4176	Hal Howland	Salary	0.00	1,250.00
				Hal Howland	Insurance	0.00	60.00
				Hal Howland	Federal With...	1,250.00	-92.00
				Hal Howland	Social Securi...	1,250.00	77.50
				Hal Howland	Social Securi...	1,250.00	-77.50
				Hal Howland	Social Securi...	1,250.00	-77.50
				Hal Howland	Medicare Co...	1,250.00	18.12
				Hal Howland	Medicare Co...	1,250.00	-18.12
				Hal Howland	Medicare Em...	1,250.00	-18.12
				Hal Howland	FL - Unemplo...	0.00	0.00
				Hal Howland	FL - Unemplo...	0.00	0.00
							1,122.38
3895	Paycheck	09/01/2002	4177	Monica M. Haskell	Salary	0.00	5,000.00
				Monica M. Haskell	Incentive Bon...	0.00	0.00
				Monica M. Haskell	403(b)	0.00	-500.00
				Monica M. Haskell	Federal With...	4,500.00	-523.00
				Monica M. Haskell	Social Securi...	5,000.00	310.00
				Monica M. Haskell	Social Securi...	5,000.00	-310.00
				Monica M. Haskell	Social Securi...	5,000.00	-310.00
				Monica M. Haskell	Medicare Co...	5,000.00	72.50
				Monica M. Haskell	Medicare Co...	5,000.00	-72.50
				Monica M. Haskell	Medicare Em...	5,000.00	-72.50
				Monica M. Haskell	FL - Unemplo...	0.00	0.00
				Monica M. Haskell	FL - Unemplo...	0.00	0.00
							3,594.50
3896	Liability Check	09/01/2002	4178	First State Bank.	Federal With...		822.00
				First State Bank.	Medicare Co...		126.88
				First State Bank.	Medicare Em...		126.88
				First State Bank.	Social Securi...		542.50
				First State Bank.	Social Securi...		542.50
							2,160.76
3911	Liability Check	09/13/2002	4187	American Express ...	403(b)		500.00
							500.00
							9,609.39
TOTAL							9,609.39

Resolution No. _____ - 2003

A RESOLUTION CONCERNING THE TRANSFER OF FUNDS

WHEREAS, it is necessary for the Board of County Commissioners of Monroe County, Florida, to make budgeted transfers in the Monroe County Budget for the Fiscal Year 2003, therefore,

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MONROE COUNTY, FLORIDA, that there shall be transfers of amounts previously set up in the Monroe County Budget for the Fiscal Year 2003, as hereinafter set forth to and from the following accounts:

Fund #001 -- General Fund**From: 001-5900-85500-590990****Cost Center # 85500 -- Reserves 001****For the Amount: \$2,306.95****To: 001-5690-03502-530340****Cost Center # 03502 -- Monroe Council of the Arts****Other Uses****Contractual Services**

BE IT FURTHER RESOLVED BY SAID BOARD, that the Clerk of said Board, upon receipt of the above, is hereby authorized and directed to make the necessary changes of said items, as set forth above.

PASSED AND ADOPTED by the Board of County Commissioners of Monroe County, Florida, at a regular meeting of said Board held on the 15th day of January AD 2003.

Mayor Spehar _____

Mayor Pro Tem Nelson _____

Commissioner McCoy _____

Commissioner Neugent _____

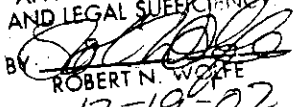
Commissioner Rice _____

**BOARD OF COUNTY COMMISSIONERS
OF MONROE COUNTY, FLORIDA**

By: _____
Mayor/Chairman

(Seal)

Attest: DANNY L. KOLHAGE, Clerk

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY
BY 
ROBERT N. WOLFE
DATE 12-19-02

Revised 2/95

BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

*Copy of
original
contract*

Meeting Date: October 16, 2002

Division: Management Services

Bulk Item: Yes ☒ No ☐

Department: Grants Administration

AGENDA ITEM WORDING: Authorization for the Mayor to execute the fiscal year 2003 contract with the Monroe Council of the Arts to provide funding.

ITEM BACKGROUND: The Monroe Council of the Arts provides services to develop, coordinate, and promote the arts in Monroe County. The promotion of individual artists, the arts, and cultural organizations stimulates government, business, and public recognition of the importance of the arts in our community.

PREVIOUS RELEVANT BOCC ACTION: Approval of the funding amounts as part of FY2003 budget process and funding in previous budget years..

STAFF RECOMMENDATION: Approval

TOTAL COST: 45,000.00

BUDGETED: Yes ☒ No ☐

COST TO COUNTY: 45,000.00

REVENUE PRODUCING: Yes ☐ No ☒

AMOUNT PER MONTH _____
YEAR _____

APPROVED BY: COUNTY ATTY ☐ OMB/PURCHASING ☐ RISK MANAGEMENT ☐

DIVISION DIRECTOR APPROVAL: 

James L. Roberts, County Administrator

DOCUMENTATION: INCLUDED: ☒ TO FOLLOW: ☐ NOT REQUIRED: ☐

DISPOSITION:

AGENDA ITEM #:

MONROE COUNTY BOARD OF COUNTY COMMISSIONERS

CONTRACT SUMMARY

Contract with: Monroe Council of the Arts Corporation, d/b/a Florida Keys Council of the Arts
 Contract # 4482 Effective Date: 10/01/02
 Expiration Date: 09/30/03
 Contract Purpose/Description: Provides funding for services which develop, coordinate, and promote the arts in Monroe County.
 Contract Manager: David P. Owens (Name) 4482 (Ext.) OMB/Grants (Department)
 for BOCC meeting on 10/17/01 Agenda Deadline: 10/03/01

CONTRACT COSTS

Total Dollar Value of Contract: \$45,000.00 Current Year Portion: \$45,000.00
 Budgeted? Yes ☒ No ☐ Account Codes: 001-03502-530340-
 Grant: \$0.00
 County Match: \$

ADDITIONAL COSTS

Estimated Ongoing Costs: \$ /yr For:
 (Not included in dollar value above) (eg. maintenance, utilities, janitorial, salaries, etc.)

CONTRACT REVIEW

	Date In	Changes Needed	Reviewer	Date Out
Division Director	<u>9-25-02</u>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<u>[Signature]</u>	<u>9-25-02</u>
Risk Management	<u>8-22-02</u>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<u>M. Slavin</u>	<u>8-22-02</u>
O.M.B./Purchasing	<u>8/22/02</u>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<u>LAJ</u>	<u>8/22/02</u>
County Attorney	<u>8/20/02</u>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<u>S. Smith</u>	<u>8/21/02</u>

Comments:

FUNDS AGREEMENT

THIS AGREEMENT is made and entered this _____ day of _____, 2002 by and between MONROE COUNTY, a political subdivision of the State of Florida, whose address is 1100 Simonton Street, Key West, FL 33040, hereinafter referred to as "COUNTY," and Monroe Council of the Arts Corporation, d/b/a Florida Keys Council of the Arts, whose address is P.O. Box 717, Key West, FL 33040, hereinafter referred to as "COUNCIL."

WHEREAS, the COUNTY is in need of an implementing agency to develop, coordinate and promote the arts in Monroe County, Florida and surrounding areas; and

WHEREAS, THE COUNCIL is the sole provider of this program; and

WHEREAS, the COUNTY has agreed to disburse Funds to the COUNCIL in accordance with the COUNTY's budgetary procedures, now therefore,

IN CONSIDERATION of the mutual promises and covenants contained herein, it is agreed:

1. TERM. The term of this Agreement is from October 1, 2002, through September 30, 2003, the date of the signature by the parties notwithstanding, unless earlier terminated as provided herein.

2. SERVICES. The COUNCIL will provide services to develop, coordinate, and promote the arts in Monroe County, Florida and surrounding areas, specifically to promote artists, arts and cultural organizations, stimulate government, business and public recognition of the importance of the arts, to develop funding sources, to encourage participation, to facilitate arts in education, to survey needs and plan of growth for the arts and to provide cultural opportunities otherwise unavailable.

3. AMOUNT OF AGREEMENT. The Board, in consideration of the COUNCIL substantially performing the services set forth above, shall pay to the COUNCIL the total of FORTY-FIVE THOUSAND AND NO/100 DOLLARS (\$45,000.00) for the fiscal year beginning October 1, 2002 and ending September 30, 2003.

4. PAYMENT. Payment will be paid periodically, but no more frequently than monthly as hereinafter set forth. Reimbursement requests will be submitted to the Board via the Clerk's Finance Office. The County shall only reimburse, subject to the funded amounts below, those reimbursable expenses which are reviewed and approved as complying with Fla. Stat. 112.061 and Attachment A - Expense Reimbursement Requirements. Evidence of payment by the Provider shall be in the form of a letter, summarizing the expenses, with supporting documentation attached. The letter should contain a certification statement as well as a notary stamp and signature. An example of a reimbursement request is included as Attachment B. The organization's final invoice must be received within sixty days after the termination date of this contract shown in Article 2 above.

After the Clerk of the Board examines and approves the request for reimbursement, the Board shall reimburse the Provider. However, the total of said reimbursement expense payments in the aggregate sum shall not exceed the total amount shown in Article 3, above, during the term of this agreement.

Any purchases of capital equipment under this agreement shall be in accordance with County's procurement policies and procedures, and all equipment purchased with funding under this agreement shall be the property of County, pursuant to Ch. 274, Fla. Stat. and shall be returned to County upon demand.

5. TERMINATION. This Agreement may be terminated by either party at any time, with or without cause, upon not less than thirty (30) days written notice delivered to the other party.

The COUNTY shall not be obligated to pay for any services provided by the COUNCIL after the COUNCIL has received notice of termination. In the event there are any unused Funds, the COUNCIL shall promptly refund those funds to the COUNTY or otherwise use such funds as the COUNTY directs.

6. ACCESS TO FINANCIAL RECORDS/RECORDS. The COUNCIL shall maintain appropriate financial records concerning funds received under this agreement and such records shall be open to the public at reasonable times and under reasonable conditions for inspection and examination. The COUNCIL shall comply with generally accepted accounting principles in keeping the records of funds received and expended in connection with and pursuant to this agreement.

7. NOTICES. Whenever either party desires to give notice unto the other, it must be given by written notice, sent by registered United States mail, with return receipt requested, and sent to:

FOR COUNTY:
David P. Owens, Grants Administrator
Gato Building
1100 Simonton Street
Key West, FL 33040

FOR PROVIDER:
Monica Haskell, President
Monroe Council of the Arts Corp.
1100 Simonton Street
Key West, FL 33040

Either of the parties may change, by written notice as provided above, the addresses or persons for receipt of notices.

8. UNAVAILABILITY OF FUNDS. If the COUNTY shall learn that funding cannot be obtained or cannot be continued at a level sufficient to allow for the services specified herein, this Agreement may then be terminated immediately, at the option of the COUNTY, by written notice of termination delivered in person or by mail to the COUNCIL at its address specified above. The COUNTY shall not be obligated to pay for any services provided by the COUNCIL after the COUNCIL has received notice of termination.

9. COMPLIANCE WITH LAWS AND REGULATIONS. In providing all services pursuant to this Agreement, the COUNCIL shall abide by all statutes, ordinances, rules, and regulations pertaining to, or regulating the provision of, such services, including those now in effect and hereafter adopted, and particularly Article I, Section 3 of the Constitution of the State of Florida and Article I of the United States Constitution, which provide that no revenue of the state or any political subdivision shall be utilized, directly or indirectly, in aid of any church, sect or religious denomination or in aid of any sectarian institution. Any violation of said statutes, ordinances, rules, or regulations shall constitute a material breach of this Agreement immediately upon delivery of written notice of termination to the COUNCIL. If the COUNCIL receives notice of material breach, it will have thirty days in order to cure the material breach of the contract. If, after thirty (30) days, the breach has not been cured, the contract will automatically be terminated.

10. ASSIGNMENTS AND SUBCONTRACTING. Neither party to this Agreement shall assign this Agreement or any interest under this Agreement, or subcontract any of its obligations under this Agreement, without the written consent of the other.

11. INDEPENDENT CONTRACTOR. At all times and for all purposes hereunder, the COUNCIL is an independent contractor and not an employee of the County. No statement contained in this agreement shall be construed so as to find the COUNCIL or any of its employees, contractors, volunteers, servants or agents to be employees of the County.

12. INDEMNIFICATION. The COUNCIL agrees to hold harmless, indemnify, and defend the COUNTY, its commissioners, officers, employees, and agents against any and all claims,

losses, damages, or lawsuits for damages, arising from, allegedly arising from, or related to the provision of services hereunder by the COUNCIL.

13. ENTIRE AGREEMENT

(a) It is understood and agreed that the entire Agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the parties relating to the subject matter hereof.

(b) Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties.

IN WITNESS WHEREOF, the parties to this Agreement have caused their names to be affixed hereto by the proper officers thereof for the purposes herein expressed at Key West, Monroe County, Florida, on the day and year first written above.

(SEAL)

ATTEST: DANNY L. KOLHAGE, Clerk

BOARD OF COUNTY COMMISSIONERS
OF MONROE COUNTY, FLORIDA

By _____
Deputy Clerk

By _____
Mayor/Chairman

MONROE COUNCIL OF THE ARTS CORPORATION

Secretary/Treasurer

By _____
President

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

BY 
SUZANNE A. HUTTON

DATE 8/21/02

EXPENSE REIMBURSEMENT REQUIREMENTS

This document is intended to provide basic guidelines to Human Service Organizations, county travelers, and contractual parties who have reimbursable expenses associated with Monroe County business. These guidelines, as they relate to travel, are from Florida Statute 112.061.

A cover letter summarizing the major line items on the reimbursable expense request needs to also contain a notarized certified statement such as:

"I certify that the attached expenses are accurate and in agreement with the records of this organization. Furthermore, these expenses are in compliance with this organization's contract with the Monroe County Board of County Commissioners."

Invoices should be billed to the contracting agency. Third party payments will not be considered for reimbursement. Remember, the expense should be paid prior to requesting a reimbursement.

Only current charges will be considered, no previous balances.

Reimbursement requests will be monitored in accordance with the level of detail in the contract. This document should not be considered all-inclusive. The Clerk's Finance Department reserves the right to review reimbursement requests on an individual basis. Any questions regarding these guidelines should be directed to 305-292-3534.

Data Processing, PC Time, etc.

The vendor invoice is required for reimbursement. Inter-company allocations are not considered reimbursable expenditures unless appropriate payroll journals for the charging department are attached and certified.

Payroll

A certified statement verifying the accuracy and authenticity of the payroll expense is needed. If a Payroll Journal is provided, it should include: dates, employee name, salary or hourly rate, total hours worked, withholding information and payroll taxes, check number and check amount. If a Payroll Journal is not provided, the following information must be provided: check amount, check number, date, payee, support for applicable payroll taxes.

Postage, Overnight Deliveries, Courier, etc.

A log of all postage expenses as they relate to the County contract is required for reimbursement. For overnight or express deliveries, the vendor invoice must be included.

Rents, Leases, etc.

A copy of the rental or lease agreement is required. Deposits and advance payments are not allowable expenses.

Reproductions, Copies, etc.

A log of copy expenses as they relate to the County contract is required for reimbursement. The log must define the date, number of copies made, source document, purpose, and recipient. A reasonable fee for copy expenses will be allowable. For vendor services, the vendor invoice and a sample of the finished product are required.

Supplies, Services, etc.

For supplies or services ordered, a vendor invoice is required.

Telefax, Fax, etc.

A fax log is required. The log must define the sender, the intended recipient, the date, the number called, and the reason for sending the fax.

Telephone Expenses

A user log of pertinent information must be remitted including: the party called, the caller, the telephone number, the date, and the purpose of the call.

Travel Expenses

Travel expenses must be submitted on a State of Florida Voucher for Reimbursement of Travel Expenses. Travel must be submitted in accordance with Florida Statute 112.061. Credit card statements are not acceptable documentation for reimbursement. If attending a conference or meeting a copy of the agenda is needed. Airfare reimbursement requires the original passenger receipt portion of the airline ticket. A travel itinerary is appreciated to facilitate the audit trail. Auto rental reimbursement requires the vendor invoice. Fuel purchases should be documented with paid receipts. Taxis are not reimbursed if taken to arrive at a departure point; for example, taking a taxi from one's residence to the airport for a business trip is not reimbursable. Parking is considered a reimbursable travel expense at the destination. Airport parking during a business trip is not.

A detailed list of charges is required on the lodging invoice. Balance due must be zero. Room must be registered and paid for by traveler. The County will only reimburse the actual room and related bed tax. Room service, movies, and personal telephone calls are not allowable expenses.

Meal reimbursement is: breakfast at \$3.00, lunch at \$6.00, and dinner at \$12.00. Meal guidelines state that travel must begin prior to 6 a.m. for breakfast reimbursement, before noon and end after 2 p.m. for lunch reimbursement, and before 6 p.m. and end after 8 p.m. for dinner reimbursement.

Mileage reimbursement is calculated at .29 cents per mile for personal auto mileage while on County business. An odometer reading must be included on the state travel voucher for vicinity travel. Mileage is not allowed from a residence or office to a point of departure. For example, driving from one's home to the airport for a business trip is not a reimbursable expense.

Non-allowable Expenses

The following expenses are not allowable for reimbursement: capital outlay expenditures (unless specifically included in the contract), contributions, depreciation expenses (unless specifically included in the contract), entertainment expenses, fundraising, non-sufficient check charges, penalties and fines.

ATTACHMENT B**ORGANIZATION
LETTERHEAD**

Monroe County Board of County Commissioners
Finance Department
500 Whitehead Street
Key West, FL 33040

Date

The following is a summary of the expenses for (Organization name) for the time period of _____ to _____.

Check #	Payee	Reason	Amount
101	Company A	Rent	\$ X,XXX.XX
102	Company B	Utilities	XXX.XX
104	Employee A	P/R ending 05/14/01	XXX.XX
105	Employee B	P/R ending 05/28/01	<u>XXX.XX</u>
(A)	Total		<u>\$ X,XXX.XX</u>
(B)	Total prior payments		\$ X,XXX.XX
(C)	Total requested and paid (A + B)		\$ X,XXX.XX
(D)	Total contract amount		\$ X,XXX.XX
	Balance of contract (D-C)		<u>\$ X,XXX.XX</u>

I certify that the above checks have been submitted to the vendors as noted and that the expenses are accurate and in agreement with the records of this organization. Furthermore, these expenses are in compliance with this organizations_ contract with the Monroe County Board of County Commissioners and will not be submitted for reimbursement to any other funding source.

Executive Director

Attachments (supporting documentation)

Sworn to and subscribed before me this ____ day of _____ 2002
by _____ who is personally known to me.

Notary Public

Notary Stamp

SWORN STATEMENT UNDER ORDINANCE NO. 10-1990
MONROE COUNTY, FLORIDA

ETHICS CLAUSE

_____ warrants that he/it has not employed, retained or otherwise had act on his/its behalf any former County officer or employee in violation of Section 2 of Ordinance No. 10-1990 or any County officer or employee in violation of Section 3 of Ordinance No. 10-1990. For breach or violation of this provision the County may, in its discretion, terminate this contract without liability and may also, in its discretion, deduct from the contract or purchase price, or otherwise recover, the full amount of any fee, commission, percentage, gift, or consideration paid to the former County officer or employee.

(signature)

Date: _____

STATE OF _____

COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority,

_____ who, after first being sworn by me, affixed his/her signature (name of individual signing) in the space provided above on this _____ day of _____, 20____.

NOTARY PUBLIC

My commission expires:

OMB - MCP FORM #4

PUBLIC ENTITY CRIME STATEMENT

"A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."